

Module 1

Fundamentals of the Modern DCPDS

Purpose

The purpose of this module is to familiarize you with the modern DCPDS and how to use it. It covers the basics of how to move around in (or “navigate”) the system to perform your work. It also explains the tools and functionality common to all users of the system.

Module Contents

| | |
|---|------------|
| Chapter 1: What is the Modern DCPDS? | 1-1 |
| What is the Modern DCPDS? | 2 |
| Why Build the Modern DCPDS? | 6 |
| How Does the Modern DCPDS Work? | 7 |
| Benefits to the User | 9 |
| Data and Task Flow in the Modern DCPDS | 10 |
| Chapter 2: Logging On and Access | 2-1 |
| Logging On | 2 |
| Navigator Window | 5 |
| Roles and Responsibilities | 12 |
| Switching Your User Responsibility | 17 |
| Changing Your Password | 19 |
| Logging On as a Different User | 21 |
| Exiting the Modern DCPDS | 22 |
| Security in the Modern DCPDS | 23 |
| Routing Lists | 25 |
| Chapter 3: Navigating the Modern DCPDS | 3-1 |
| Windows Terminology | 3 |
| Main Menu Bar | 12 |
| Action Menu | 13 |
| Edit Menu | 14 |
| Query Menu | 17 |
| Go Menu | 18 |
| Folder Menu | 19 |

Continued on next page

Fundamentals of the Modern DCPDS, Continued

Module Contents (continued)

| | |
|--|------------|
| Chapter 3: Navigating the Modern DCPDS (cont) | 3-1 |
| Special Menu | 22 |
| Help Menu | 23 |
| Window Menu | 24 |
| Toolbar Buttons | 25 |
| Keyboard Shortcuts | 27 |
| Navigating Within a Window | 29 |
| Refreshing a Window | 31 |
| List of Values | 32 |
| Enter Dates Using the Calendar | 37 |
| Flexfields | 39 |
| New Record | 42 |
| Delete Record | 43 |
| Copying and Moving Data | 44 |
| Clear Data | 46 |
| Duplicating a Data Field | 47 |
| Editing a Data Field Using the Editor Window | 48 |
| Direct Data Updates | 50 |
| Saving Your Work | 53 |
| Printing a Window | 55 |
| Attaching a Document | 56 |
| Viewing and Printing the Attachment | 62 |
| Deleting an Attachment | 63 |
| Copying an Attachment from Another Record | 64 |
| Viewing and Changing Quick Codes | 65 |
| Chapter 4: Dated Information and DateTracking | 4-1 |
| Dated Information | 2 |
| Understanding DateTrack | 3 |
| Altering the DateTrack Effective Date | 6 |

Continued on next page

Fundamentals of the Modern DCPDS, Continued

Module Contents (continued)

| | |
|---|------------|
| Chapter 4: Dated Information and DateTracking (cont) | 4-1 |
| Viewing DateTracked Information and History | 8 |
| Updating and Correcting DateTracked Information | 11 |
| Chapter 5: Updating and Viewing the Employee Record | 5-1 |
| Chapter Overview | 2 |
| Updating the Employee Record | 5 |
| Using Assignment (ex. Government Awards) | 5 |
| Using Extra Information (ex. Separation and Retirement) | 7 |
| Using Special Information (ex. Education) | 11 |
| Using Others (ex. Emergency Contact) | 17 |
| Viewing the Employee Record | 21 |
| Address Information | 21 |
| Assignment Information | 22 |
| Extra Information | 24 |
| Special Information | 24 |
| Others Information | 24 |
| Chapter 6: Retrieving Records | 6-1 |
| Main Menu Bar: Go Menu | 3 |
| Finding Records | 4 |
| Query Find | 4 |
| Query-By-Example and Query Count | 8 |
| Reviewing Retrieved Records | 12 |
| Chapter 7: Folders | 7-1 |
| Folder Menu and Folder Tools | 3 |
| Defining Query Criteria for a Folder | 5 |
| Sorting the Order of Data in a Folder | 8 |
| Customizing the Display of Data in a Folder | 10 |
| Managing Folder Definitions | 13 |

Continued on next page

Fundamentals of the Modern DCPDS, Continued

Module Contents (continued)

| | |
|---|------------|
| Chapter 8: Reports | 8-1 |
| Chapter Overview | 2 |
| Responsibilities | 2 |
| Terms | 2 |
| Report Types | 4 |
| System-Generated vs. User Requested Reports | 5 |
| Sample List of System-Generated Reports | 5 |
| Sample List of User-Requested Reports | 6 |
| Accessing the Submit Requests Window | 7 |
| User Requested Reports | 12 |
| Viewing a Requested Report | 17 |
| Navigating to the Concurrent Requests Window | 18 |
| Running a Query to View Request | 19 |
| Viewing Information in the Concurrent Requests Window | 20 |
| Viewing a Complete Summary for a Single Request | 23 |
| Phase and Status | 24 |
| The Requests Window | 26 |
| Changing Request Options | 29 |
| Canceling Requests | 31 |
| Reprinting Requests | 32 |
| Chapter 9: | 9-1 |
| Reserved for Future Development | |

Continued on next page

Fundamentals of the Modern DCPDS, Continued

Module Contents (continued)

| | |
|--|-------------|
| Chapter 10: Civilian Inbox | 10-1 |
| Civilian Inbox | 1 |
| Accessing the Civilian Inbox | 3 |
| Buttons and Boxes on the Notifications Summary Window | 5 |
| Fields and Boxes on the Notification Window | 6 |
| Civilian Inbox Column Titles | 7 |
| Customizing the Civilian Inbox | 10 |
| Creating a Folder | 12 |
| Querying for a Folder | 13 |
| Customizing the Columns | 14 |
| Sorting the Columns | 14 |
| Viewing Closed Actions | 15 |
| Chapter 11: Other Tools in the Modern DCPDS | 11-1 |
| Using the Application Data Extract (ADE) Tool | 2 |
| Using GhostView | 9 |
| Corporate Management Information System (CMIS) | 12 |
| End User Layer | 13 |
| Chapter 12: Trouble Shooting\Frequently Asked Questions | 12-1 |
| Responding to System Error Messages | 2 |
| Frequently Asked Questions | 4 |

THIS PAGE LEFT INTENTIONALLY BLANK